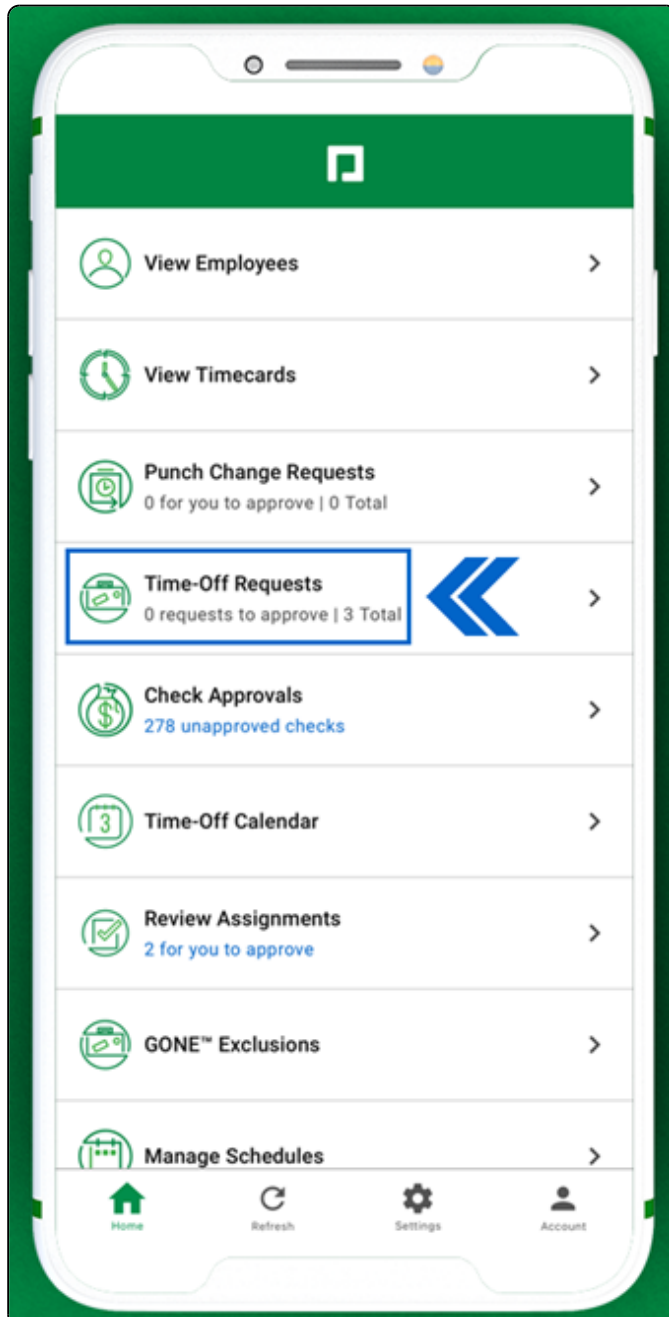
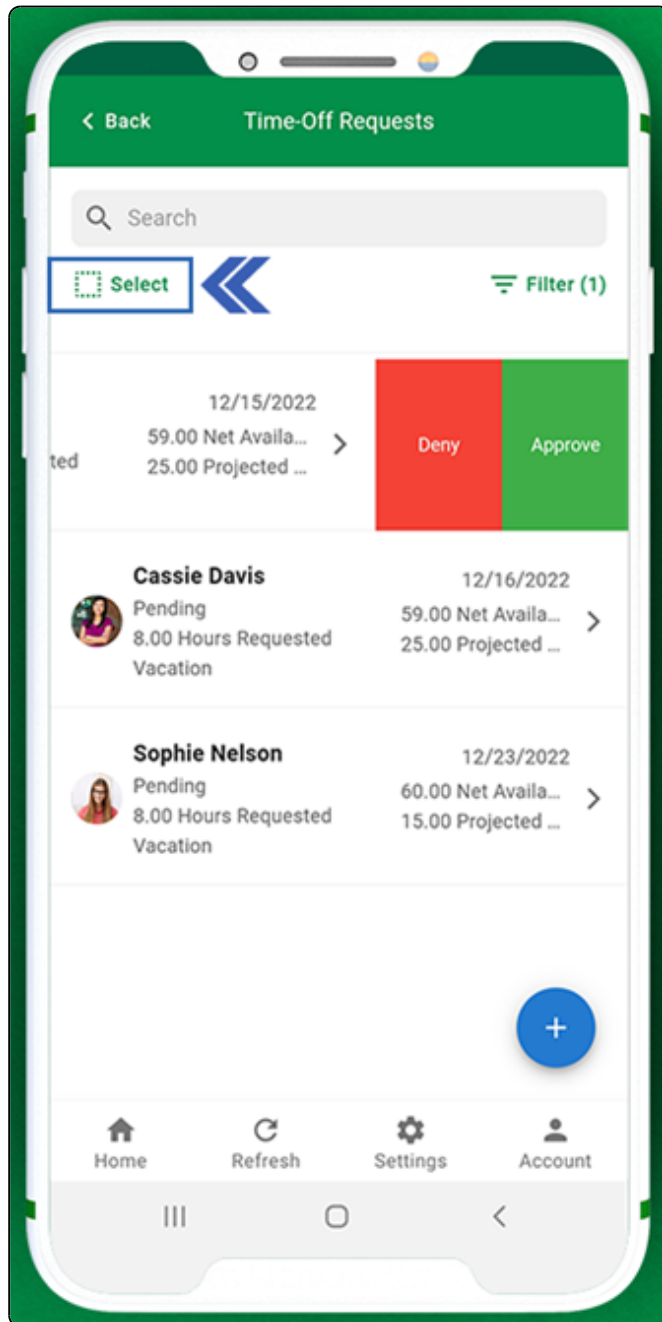


Time-Off Requests in Manager on-the-Go®

To act on pending time-off requests, managers tap “Time-Off Requests” from the Manager on-the-Go home screen.

Employees with submitted requests, such as sick or vacation time, display on the Time-Off Requests screen for review. Managers can act on an individual request by swiping left and tapping “Deny” or “Approve.” Or, managers can check the box for “Select” to approve or deny multiple requests at once.





Depending on your permissions, you can save a shortcut from the Paycom app widget to automatically open Time-Off Requests in Manager on-the-Go.